



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

August 31, 2010

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

11

August 31, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

**APPROVE A CONTRACT AMENDMENT WITH THE LOS ANGELES COUNTY
CHILDREN AND FAMILIES FIRST- PROPOSITION 10 COMMISSION AND
AUTHORIZE FUNDS FOR PROJECT EVALUATION
(ALL DISTRICTS) (3-VOTES)**

SUBJECT

This letter requests approval of a contract amendment with the Los Angeles County Children and Families First – Proposition 10 Commission (Commission) to support a minimum of 75 on-site observations of child care centers and family child care homes participating in the Steps to Excellence Project (STEP). Information collected during the observations will be analyzed and used to assign STEP quality ratings. These ratings will provide parents with objective and reliable information on child care program quality. In addition, this letter requests authorization to use up to \$38,000 from the Forfeited Dependent Care Spending Account (FDCSA) to conduct an evaluation of STEP.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept and instruct the Chairman to execute a contract amendment with the Commission for the period of September 4, 2010 through August 31, 2011. Through this amendment, the Commission is making \$289,850 available to conduct on-site observations and administrative reviews of child development centers and family child care homes participating in STEP. STEP is a child care quality support and rating system administered by the Office of Child Care within the Chief Executive Office (CEO) which is being piloted in 11 communities of Los Angeles County. The CEO will subcontract with the University of California Los Angeles – Center for Improving Child Care Quality (UCLA-CICCCQ) to conduct the observations and administrative record reviews. Information collected during the reviews will be

"To Enrich Lives Through Effective And Caring Service"

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analyzed to determine quality ratings of programs participating in STEP and assist parents in making informed child care choices.

2. Delegate authority to the Chief Executive Officer or his designee, to prepare and execute any and all documents and contract amendments on behalf of the County as may be deemed necessary to effectuate this contract. This would include the agreement with UCLA - CICCQ.
3. Authorize the use of up to \$38,000 from the FDCSA to conduct an evaluation of STEP and authorize the CEO to enter into a delegated authority agreement to conduct this evaluation. The evaluation will consider STEP recruitment and application processes, quality improvement grant awards and training opportunities, quality rating results and information sharing with parents.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 12, 2006, your Board adopted a motion approving a three-year pilot of STEP and calling for the submission of a five-signature letter to the Commission requesting their participation in funding STEP. This contract is a result of that request to the Commission. Your Board's acceptance is required to execute the Year III contract and begin the third year of STEP on-site observations of child care centers and family child care homes.

In order to maximize the number of child care program observations conducted with the Commission funds, this letter is requesting that the STEP evaluation be supported with funds from the FDCSA. A formal and comprehensive evaluation of STEP will serve both to document the lessons learned during the STEP pilot phase and to inform efforts to sustain and/or expand this child care quality rating and improvement system Countywide.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This contract supports the County's strategic plan goals related to Operational Effectiveness and Children and Family and Adult Well-Being. Using the information collected during the on-site observations, STEP will provide parents with clear, concise information on the quality of individual child care programs and distinguish high quality services. The STEP evaluation will inform both the practice of and literature on child care quality rating and support systems.

FISCAL IMPACT/FINANCING

Through this contract, the Commission will make \$289,850 available to conduct a minimum of 75 on-site observations of child care centers and family child care homes participating in STEP. In addition, the allocation of \$38,000 will support the overall evaluation of STEP. Funding is included in the CEO's Fiscal Year 2010-11 Adopted Budget.

In order to maximize the number of on-site observations conducted during Year III, this Board letter also calls for the authorization to use up to \$38,000 from the FDCSA to conduct a full evaluation of STEP. Per a February 3, 1998 motion by Supervisor Yaroslavsky (Item Number 68), funds remaining in employee DCSA at the close of the year are retained by the County for the purpose of supporting and enhancing the County employee child care centers. The 11 employee child care centers have the option to request up to \$5,000 per year for facility or programmatic improvements. In addition, the account acts as a reserve to address emergencies.

Dedicating up to \$38,000 will not impact the resources available to the County employee centers. All County employee centers have been invited to participate in STEP and two sites are currently enrolled in the program. The results of the STEP evaluation will directly inform County efforts to promote high-quality services among this network of employee child care centers.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since it was launched in July 2007, STEP has accomplished the following:

- Over 300 child care centers and family child care homes have applied to participate in STEP;
- 185 quality improvement training sessions have been conducted and 2,600 early childhood educators have participated;
- 166 STEP quality reviews have been conducted;
- 180 quality improvement grants have been awarded to STEP applicants, totaling \$850,000; and
- A *STEP Child Care Quality Rating Guide* has been developed and is currently being field tested with parents.

The Commission committed up to \$1 million to STEP over three years. In an effort to maximize the number of programs rated, we are proposing to use funds from the FDCSA to cover the cost of the STEP evaluation. Legislation for child care quality rating and improvement systems is being considered at both the State and Federal levels. A comprehensive evaluation of STEP will document the project's successes, inform areas where changes are needed, and effectively position STEP to pursue both public and private funding to sustain and hopefully expand its services Countywide.

CONTRACTING PROCESS

Because this amendment applies to a contract initiated by the Commission, a number of the County's standard terms and conditions either do not apply or are not included, such as:

- Assignment and Delegation;
- Consideration of Hiring County Employees Targeted for Layoff/or Re-Employment;
- Consideration of Hiring GAIN/GROW Program Participants;
- Local Small Business Enterprise Prompt Payment Program;
- Contractor's Acknowledgement of County's Commitment to the Safely Surrendered Baby Law;
- Notice to Employees Regarding the Safely Surrendered Baby Law;
- County's Quality Assurance Plan Termination for Improper Consideration;
- Contractor's Charitable Activities Compliance; and
- Notice of the Federal Earned Income Tax Credit.

As stated earlier, the CEO will subcontract with the UCLA – CICCQ to conduct the observations and administrative record reviews, based on the STEP quality matrices for child care centers and family child care homes. In addition, the CEO will subcontract with an independent firm to conduct an evaluation of STEP.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Acceptance of the Commission contract will support the implementation of the on-site observation component of STEP. Information collected through this component will:

- Inform parents of the quality of individual programs;
- Inform child care providers of the strengths of their programs and areas where improvement is needed; and
- Inform stakeholders on the quality of local child development programs.

A comprehensive evaluation of STEP and its components will inform local, state and national efforts to improve the quality of child development services.

The Honorable Board of Supervisors
August 31, 2010
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CONCLUSION

Upon acceptance by your Board, our office respectfully requests that your staff provide original signatures on both copies of the attached contract amendments (Attachments 1A and 1B) and on both Grantee Signature Authorization Forms (Attachments 2). Our office will forward these documents to the Commission as required.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:KH:
LB:KMS

Attachments

c: County Counsel
Terri Chew Nishimura, Chair,
Policy Roundtable for Child Care

STEP First 5 LA Contract_Board Letter_83110



Champions For Our Children

Memo

To: Gloria Molina, Chair, Board of Supervisors
County of Los Angeles

COMMISSIONERS
Los Angeles County Supervisor
Gloria Molina
Chair

From: Evelyn V. Martinez, Chief Executive Officer

Date: August 17, 2010

Marvin J. Southard, D.S.W.
Vice Chair

Subject: AMENDMENT TO CONTRACT #07281-
STEPS TO EXCELLENCE PROJECT (STEP)

Nancy Au
Jane Boeckmann
Jonathan E. Fielding, M.D., M.P.H.
Neal Kaufman, M.D., M.P.H.
Alma D. Martinez
Evangelina R. Stockwell, Ed.D.
Carolyn R. Wilder

EX OFFICIO MEMBERS
Duane Dennis
Deanne Tilton

Harriette F. Williams, Ed.D.

CHIEF EXECUTIVE OFFICER
Evelyn V. Martinez

750 N. Alameda Street
Suite 300
Los Angeles, CA 90012
phone: 213.482.5902
fax: 213.482.5903
www.first5la.org

A public entity.

This document is official notification that Contract #07281, dated January 5, 2010 and amended July 23, 2010, has been revised to reflect the extension and additional funding for Year 3 that has been negotiated between County of Los Angeles (Contractor) and the Los Angeles County Children and Families First – Proposition 10 Commission (Commission). This memorandum, when signed by the authorized signatories below, will constitute a duly executed amendment, incorporating the changes set forth below into said Contract. The remaining provisions of the Contract are in full force and effect.

III. TERM OF CONTRACT

The term of this Contract will be August 1, 2009 “effective date” through August 31, 2011 “termination date” unless either party gives prior written notice of termination. This Contract shall expire without further notice on August 31, 2011. (This includes a one year extension for the period of September 4, 2010 to August 31, 2011 for Year 3 of the project).

IV. BUDGET

The CONTRACTOR shall receive from the COMMISSION total compensation not to exceed TWO HUNDRED EIGHTY NINE THOUSAND, EIGHT HUNDRED FIFTY DOLLARS (\$289,850) pursuant to the terms and conditions for payment. (This contract amount reflects Year 3 project funding for the period of September 4, 2010 to August 31, 2011).

SCOPE OF WORK:

The revised Scope of Work for the period of September 4, 2010 to August 31, 2011 is approved as Exhibit A and forms an integral part of this Contract.

BUDGET:

The Budget and Budget Forms for the period of September 4, 2010 to August 31, 2011 are amended and approved as Exhibit B and form an integral part of this Contract.

77053 Supplement No. 1

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

County of Los Angeles-Office of Child Care
Contract #07281
August 17, 2010
Page 2

11 AUG 31 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

By acknowledging this memorandum where indicated below, you represent that you have reviewed and agree to the above-described amendment to the Contract #07281 with the Los Angeles County Children and Families First - Proposition 10 Commission and that you are legally authorized to sign and bind an agreement on behalf of County of Los Angeles.

ATTEST: SACHI A. HAMAI
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS

CONTRACTOR

Agreed and Accepted:

Name of Contractor: County of Los Angeles

Contract Number: 07281

Print Name and Title
of Authorized
Signatory:

Gloria Molina, Chair, Board of Supervisors

Signature:

Gloria Molina

Date AUG 31 2010



COMMISSION

Approved:

Print Name and Title
of Authorized
Signatory:

Evelyn V. Martinez, Chief Executive Officer

Signature:

Date

EVM:ee

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

APPROVED AS TO FORM:

By

Deputy

By

Deputy



77053

Supplement No.

1




Champions For Our Children

Memo

COMMISSIONERS
 Los Angeles County Supervisor
 Gloria Molina
 Chair

To: Gloria Molina, Chair, Board of Supervisors
 County of Los Angeles

From: Evelyn V. Martinez, Chief Executive Officer 

Date: August 17, 2010

Subject: AMENDMENT TO CONTRACT #07281-
 STEPS TO EXCELLENCE PROJECT (STEP)

Nancy Au
 Jane Boeckmann
 Jonathan E. Fielding, M.D., M.P.H.
 Neal Kaufman, M.D., M.P.H.
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CHIEF EXECUTIVE OFFICER
 Evelyn V. Martinez

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A public entity.

77053
 Supplement No. 1

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES



County of Los Angeles-Office of Child Care
Contract #07281
August 17, 2010
Page 2

11

AUG 31 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

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ATTEST: SACHI A. HAMAI
EXECUTIVE OFFICER
CLERK OF THE BOARD OF SUPERVISORS

CONTRACTOR

Agreed and Accepted:

Name of Contractor: County of Los Angeles

By *Lachelle Smitherman*, Deputy

Contract Number: 07281

Print Name and Title
of Authorized
Signatory:

Gloria Molina, Chair, Board of Supervisors

Signature:

Gloria Molina

Date AUG 31 2010

COMMISSION

Approved:

Print Name and Title
of Authorized
Signatory:

Evelyn V. Martinez, Chief Executive Officer

Signature:

Date

EVM:ee

I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

APPROVED AS TO FORM:

By

David Beaudet

Deputy

By

Lachelle Smitherman
Deputy



77053 Supplement No. 1



Champions For Our Children

GRANTEE SIGNATURE AUTHORIZATION FORM

Agency Name:	County of Los Angeles	Grant Number:	
Program Name:	Steps to Excellence Project (STEP)	Grant Agreement Period:	9/10 - 8/11
Initiative:		Cycle:	

COMPLETE PART 1 AND PART 2 IN BLUE INK. ATTACH BOARD RESOLUTION, IF APPLICABLE, TO VERIFY SIGNATURE AUTHORIZATION.

PART 1. CERTIFICATION

CERTIFICATION: PER THE AGENCY'S BYLAWS AND THE ATTACHED BOARD RESOLUTION (IF APPLICABLE), I/WE HEREBY VERIFY THAT I AM AN AUTHORIZED AGENCY SIGNATORY/WE ARE AUTHORIZED AGENCY SIGNATORIES FOR THE AFOREMENTIONED AGENCY AND AS SUCH CAN SIGN AND/OR DELEGATE AUTHORIZATION TO SIGN AND BIND THE AGENCY AS IT RELATES TO THE ABOVE-REFERENCED PROGRAM TO THE DELEGATED AUTHORIZED SIGNATORY/SIGNATORIES LISTED ON THIS FORM.

SIGNATURE AUTHORIZATION IS PROVIDED TO AGENCY AUTHORIZED SIGNATORY:

CHECK ONE BOX BELOW:

- ☐ PER SECTION (INCLUDE SECTION #) _____ OF THE AGENCY'S BYLAWS
OR
☒ PER THE BOARD'S RESOLUTION (COPY ATTACHED)

**AGENCY
AUTHORIZED
SIGNATORY:**

Name: Gloria Molina Title: Chair, Board of Supervisors

Signature: _____ Date: _____

***AGENCY
AUTHORIZED
SIGNATORY:**

Name: _____ Title: _____

Signature: _____ Date: _____

*If Grantee is a corporation, two (2) authorized signatories will be required on all documents submitted, unless specified in the organization's bylaws or corporate resolution.

PART 2. DELEGATED AUTHORIZED SIGNATORIES

**AUTHORIZED
SIGNATORY**

Print Name: William T Fujioka Title: Chief Executive Officer

Signature: _____ Date: _____

DOCUMENT(S) Authorized to sign:

☐ INVOICES ☐ REPORTS ☐ GRANT AGREEMENT ☒ GRANT AMENDMENTS ☒ BUDGET & BUDGET AMENDMENTS ☐ OTHER:

**AUTHORIZED
SIGNATORY**

Print Name: Kathy House Title: Acting Deputy CEO

Signature: Kathy House Date: 8/19/10

DOCUMENT(S) Authorized to sign:

☐ INVOICES ☐ REPORTS ☐ GRANT AGREEMENT ☒ GRANT AMENDMENTS ☒ BUDGET & BUDGET AMENDMENTS ☐ OTHER:

**AUTHORIZED
SIGNATORY**

Print Name: Kathleen Malaske-Samu Title: Special Services Assistant III

Signature: _____ Date: _____

DOCUMENT(S) Authorized to sign:

☐ INVOICES ☒ REPORTS ☐ GRANT AGREEMENT ☐ GRANT AMENDMENTS ☐ BUDGET & BUDGET AMENDMENTS ☐ OTHER:

IMPORTANT NOTE: GRANT AGREEMENT & GRANT AMENDMENT INCLUDE: EXHIBIT A (STATEMENT OF WORK & SCOPE OF WORK/EVALUATION PLAN), EXHIBIT B - BUDGET FORMS, EXHIBIT D (ORIGINALLY SIGNED FORMS). GRANTEE IS RESPONSIBLE FOR SUBMITTING UPDATED FORMS TO FIRST 5 LA. DOCUMENTS SIGNED BY UNAUTHORIZED SIGNATORIES WILL NOT BE ACCEPTED.

PLEASE SUBMIT ONE (1) ORIGINAL. USE A NEW PAGE FOR ADDITIONAL AUTHORIZED SIGNATORIES.
 ALL ADDITIONAL PAGES MUST BE SIGNED BY THE AGENCY'S AUTHORIZED SIGNATORY OR SIGNATORIES.



Champions For Our Children

GRANTEE SIGNATURE AUTHORIZATION FORM

Agency Name:	County of Los Angeles	Grant Number:	
Program Name:	Steps to Excellence Project (STEP)	Grant Agreement Period:	9/10 - 8/11
Initiative:		Cycle:	

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CHECK ONE BOX BELOW:

- ☐ PER SECTION (INCLUDE SECTION #) _____ OF THE AGENCY'S BYLAWS
OR
☒ PER THE BOARD'S RESOLUTION (COPY ATTACHED)

AGENCY
AUTHORIZED
SIGNATORY:

Name: Gloria Molina

Title: Chair, Board of Supervisors

Signature: _____

Date: _____

*AGENCY
AUTHORIZED
SIGNATORY:

Name: _____

Title: _____

Signature: _____

Date: _____

*If Grantee is a corporation, two (2) authorized signatories will be required on all documents submitted, unless specified in the organization's bylaws or corporate resolution.

PART 2. DELEGATED AUTHORIZED SIGNATORIES

AUTHORIZED SIGNATORY	Print Name:	Jacqueline Bui	Title:	Program Specialist II
	Signature:	_____		
	Date:	_____		
DOCUMENT(S) Authorized to sign:	<input checked="" type="checkbox"/> INVOICES <input type="checkbox"/> REPORTS <input type="checkbox"/> GRANT AGREEMENT <input checked="" type="checkbox"/> GRANT AMENDMENTS <input checked="" type="checkbox"/> BUDGET & BUDGET AMENDMENTS <input type="checkbox"/> OTHER: 			
AUTHORIZED SIGNATORY	Print Name:	_____	Title:	_____
	Signature:	_____		
	Date:	_____		
DOCUMENT(S) Authorized to sign:	<input type="checkbox"/> INVOICES <input type="checkbox"/> REPORTS <input type="checkbox"/> GRANT AGREEMENT <input checked="" type="checkbox"/> GRANT AMENDMENTS <input checked="" type="checkbox"/> BUDGET & BUDGET AMENDMENTS <input type="checkbox"/> OTHER: 			
AUTHORIZED SIGNATORY	Print Name:	_____	Title:	_____
	Signature:	_____		
	Date:	_____		
DOCUMENT(S) Authorized to sign:	<input type="checkbox"/> INVOICES <input checked="" type="checkbox"/> REPORTS <input type="checkbox"/> GRANT AGREEMENT <input type="checkbox"/> GRANT AMENDMENTS <input type="checkbox"/> BUDGET & BUDGET AMENDMENTS <input type="checkbox"/> OTHER: 			

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